



GEOS USER GUIDE

FOR THE REGULATED COMMUNITY

Issued By:

**Georgia Department of Natural Resources
Environmental Protection Division (EPD)**

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1 Overview of GEOS

GEOS is an EPD Portal to provide the one-stop interface to allow the regulated community to submit information to EPD, and also to support the general public to query environmental data of their interests.

(A) For the Regulated Community:

GEOS will serve as a central platform for the facility to manage permit applications, permits, reporting requirements, and compliance reports. The GEOS offers online options for a wide spectrum of submittals, including:

- Environmental Permitting
 - Apply new permits
 - Amend permits
 - Renew permits
- Environmental Reporting
 - Submit compliance reports
 - Submit monitoring data

The initial launch will offer air permit options regulated under the Clean Air Act Title V Operation permit program, and surface water permit options required under the Clean Water Act Georgia Pollution Elimination System. EPD will continue to enhance the GEOS and offer additional online submittal features in the future.

GEOS offers the following functions for the regulated community.

- Establish a user account and manage all submittals online;
- Apply environmental permits, certificates, licenses and other environmental issuances online;
- Submit environmental compliance reports;
- Monitor the processing status of all online submittals and allows correspondence with EPD Staff;
- Keep track of all submission history;
- Manage past and current environmental issuances for record keeping, amendment, renewal and termination

(B) For the General Public:

The GEOS offers an online tool for general public to:

- Participate in obtaining public notices, and provide comment on draft permits proposed by EPD
- Query environmental permits
- Submit complaints

1.1 Definitions, Acronyms, and Abbreviations

This subsection provides the definitions of all terms, acronyms, and abbreviations required to properly interpret the System Design Document.

Term	Definition
GEOS	Georgia EPD Online System: Online submittal system for environmental data
GIS	Geographic Information System: Utility that allows for online mapping.
NPDES	National Pollutant Discharge Elimination System: Application for a permit to allow a POTW to discharge treated wastewater to the environment.
WLA	Waste Load Application: General information application submitted alongside the NPDES application.
Title V	Title V of 1990 Clean Air Act, the environmental law for the operation permits mandated under the 40CFR Part 70 regulations

1.2 Prerequisites

In order to use the GEOS system, the user will need the following:

- Internet connection



- IE 7.0 or higher
- PDF file Viewer (for viewing PDF files only)

2 Public Site Account Management

If you plan to submit data through GEOS, you will need to establish a user account. This section explains the types of users and details on how to create and manage an account.

If you do not plan to make any online submittal, you do not need an account. You could query data or submit anonymous compliant without a user account.

2.1 Account Types in GEOS Public Portal

Currently GEOS has two types of public accounts – Responsible Official and Preparer. It is important for the user to identify their role because each account has different access privileges. The table below explains in detail the difference between the two account types.

User Type	Purpose	Account Privileges
Responsible Official (RO)	<p>Only the RO account can certify and submit applications in GEOS.</p> <p>An RO can only maintain one User Account, but have this account to have the RO privileges for certain facilities and have the preparer rights for other facilities. If the RO plans to certify a submittal, the RO must get your account approved by EPD as the RO for that facility.</p>	<ul style="list-style-type: none">▪ Will be issued a PIN once their account privileges are approved by EPD▪ View and prepare an electronic data entry form in GEOS▪ Certify and submit an electronic data entry form in GEOS▪ View submitted data in GEOS▪ Keep track of the status of submitted records▪ Keep track of issuances▪ Associate a consultant to their account to prepare applications
Preparer	<p>A preparer is someone who is assigned by a RO to create and prepare applications for their facility.</p> <p>The preparer has no right to actually submit an application but can prepare applications for a single or multiple ROs that have he/she associate with. The types of application and the facilities that the preparer can prepare applications for are all defined by the RO. An RO can be associated as a preparer for another RO.</p>	<ul style="list-style-type: none">▪ View and prepare an electronic data entry form in GEOS▪ View submitted data in GEOS▪ Keep track of the status of submitted records▪ Keep track of issuances


2.2 Account Creation Process


Anyone who has access to the GEOS Public Site will be able to create a Public User Account. Without an account, the user cannot access the GEOS system and have access to the features provided by GEOS. Follow these steps to obtain a public user account.



Step 1: Click the “Create a New Account” link in the login page.

Step 2: The user will need to enter in their personal identification information (Business, Name, Username, Title, etc.) along with their contact information (address, e-mail, phone number).

Any field that contains an  icon is required and must be filled to continue. If these fields are not filled, the system will display a validation error that fields are missing. Once complete, the user should click the ‘Next’ button.

By placing the mouse over the  icon, a help box will display to provide additional information.

Step 3a: The user will have to select their role associated to the facility. If the user is a ‘Preparer’, then the ‘Preparer’ account type should be selected.

Step 3b (for Responsible Official Only): If the user is a Responsible Official, then they will need to select which application type he/she is responsible for and for which facilities. The ‘Associate New’ button will allow the user to search through a list of facilities to add to their profile.

The RO will need to associate a facility to his/her account in order to create and submit applications for the selected facility. The facility search feature allows the user to search the master facilities by name. Once the results are displayed, the user can check their facility(s) and the application they are responsible for. If the user searches and cannot find

ID	Name	Address	Application
<input checked="" type="checkbox"/>	243 TYCO HEALTHCARE RETAIL GROUP (WAS PARAGON TRADE BRANDS)	7510 Industrial Hwy , Macon , GA 31216	<input type="checkbox"/> Title V Application
<input type="checkbox"/>	1324 HAMBY'S GARAGE, INC.,	5790 Dahlonega Hwy , Cumming , GA 30028	<input type="checkbox"/> Title V Application
<input checked="" type="checkbox"/>	3287 ARAGON	1381 East Ave , Cedartown , GA 30125	<input checked="" type="checkbox"/> Title V Application
<input type="checkbox"/>	4518 VULCAN CONSTRUCTION MATERIALS, LP - ARAGON QUARRY	1 Glenlake Parkway , GA 30328	<input type="checkbox"/> Title V Application



their facility(s) listed, the system will provide methods of how to contact the EPD to have EPD add the new facility(s).

Step 4: Once the selections have been saved, the user should move to the next section. The next section will require the user to provide answers to a few security questions. These questions will be used later on to retrieve a lost password and used to submit applications.

The screenshot shows the 'CREATE ACCOUNT' page for a public user. It includes a heading 'Security Questions' and a note that one of the following questions will be referenced during the application submission process. There are five questions, each with a dropdown menu for the answer:

- Question 1: What is the first and middle name of your oldest sibling?
- Question 2: What is your birthday?
- Question 3: What is the name of the hospital where you were born?
- Question 4: What is your best friend's last name?
- Question 5: What is the last name of your favorite teacher?

At the bottom, there are buttons for 'Back To Login', '<< Previous', and 'Next >>'.

Step 5: To finalize the application, a CAPTCHA needs to be verified. Once verified, the account will be created.

The screenshot shows the 'Picture Verification' page. It displays a CAPTCHA image with the characters 'Nd aZKM'. Below the image, there is a text input field for the user to enter the characters. At the bottom, there are buttons for 'Back To Login', '<< Previous', and 'Create Account'.

Step 6: The system will display a message with instructions on how to activate the account so that all features can be opened.

The screenshot shows the 'CREATE ACCOUNT' page with a success message. It states: 'Congratulations! Your account has been created successfully. Please check your e-mail for your temporary password. To have your account fully functional, please check your e-mail for your temporary password. To have your account fully functional, please check your e-mail for your temporary password. To have your account fully functional, please check your e-mail for your temporary password.' Below the message, there are buttons for 'Back To Login' and 'Print Subscriber Agreement'. At the bottom, there is a note: 'If you are registered as a RO, you are required to sign and mail a hard-copy Subscriber Agreement to EPD.'

Step 6a (for Responsible Official Only): The RO is required to print out, sign and mail an Electronic Signature Agreement (also known as the "Subscriber Agreement") to EPD for "Certify & Sign" privilege. This form is needed by the EPD so that the EPD can approve of the account association to the facility and activate the facility in GEOS for the applicant. By clicking the "Print Subscriber Agreement" link, GEOS will auto-fill the subscriber agreement form for the user. As a 'Responsible Official', the 'Subscriber Agreement' will need to be printed, signed, and sent back to the agency. The mailing address will be contained in the 'Subscriber Agreement' form.

The screenshot shows the 'Subscriber Agreement' form. It includes a header with the Georgia EPD Online System (GEOS) logo and contact information. The form is divided into two main sections: A. Subscriber Information and B. Facility/Permit Information. Section A includes fields for GEOS User ID, Subscriber Name, Email Address, and Phone Number. Section B includes fields for Facility ID, Facility Name, Permit ID, and a section for the user to select the type of request (NEW, REQUEST FOR REACTIVATION, or CONTINUATION WITH NEW AUTHORIZATION). There is also a section for the user to explain the reason for inactivation if applicable.

Step 7: The user will receive an e-mail notifying them of their account creation with their login name and randomly generated password. After receiving the login/password information, the user can now use this information to login into GEOS Public Portal.

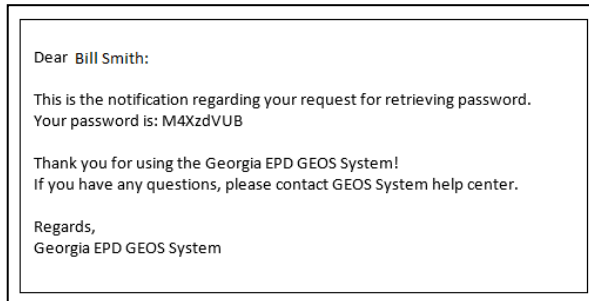
The screenshot shows an email notification from GEOS. The email is addressed to 'Dear Bill Smith:' and contains the following information:

- Your new account has been created.
- Your login name is: bsmith
- Your password is: H6bjpXGx

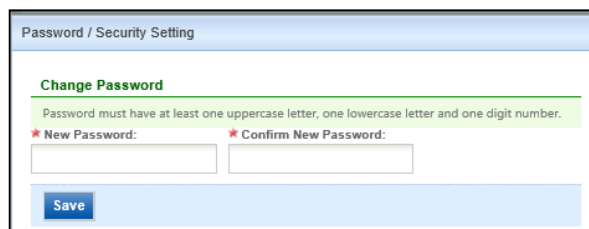
The email also includes instructions on how to login and customize the password, and a thank you message from the Georgia EPD GEOS System.

Step 8 (Optional): If the user forgot their password, he/she can simply click on the ‘Forgot Password’ link on the main login screen.

Step 8a (Optional): The user will need to enter a valid e-mail address to prompt a security question before their password will be sent to them via e-mail. After the system validates the account based on the email and security question response, the system will reset the user’s password and send the system generated password to the user’s registered email address.



Step 9: To make sure the user account is secured, when the user first logs in, GEOS will inform the user that they will have to change their password to a new password with the described criteria.



Password / Security Setting

Change Password

Password must have at least one uppercase letter, one lowercase letter and one digit number.

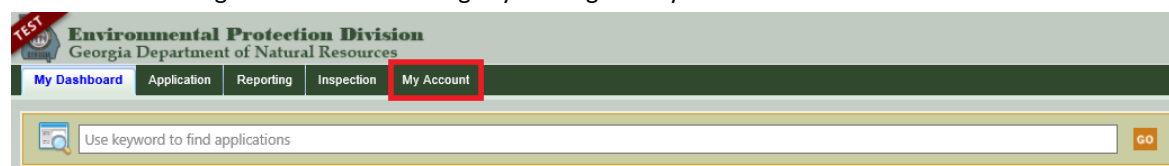
* New Password: * Confirm New Password:

Save

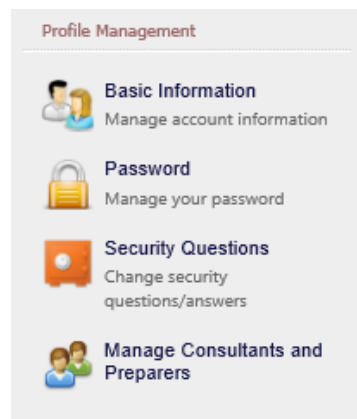
2.3 Managing Account Settings

After creating an account, the user has the option to go back and modify his/her information. Having the ability to edit the user account information is important because GEOS contains several functions that rely on the information that was entered in the fields. For example, GEOS will pull and auto-populate certain fields based on the user account information. For example, if the user has an incorrect e-mail, e-mail notifications will not be received by the user. The user is able to manage his/her account security settings and his/her associations. Poor configuration in this section can lead to hindrance in creating and submitting applications in GEOS. This is why it is imperative for the user keep their information up to date and entered correctly.

The user can manage their account settings by clicking on ‘My Account’.



In the “My Account” module, the user can select from the following options:



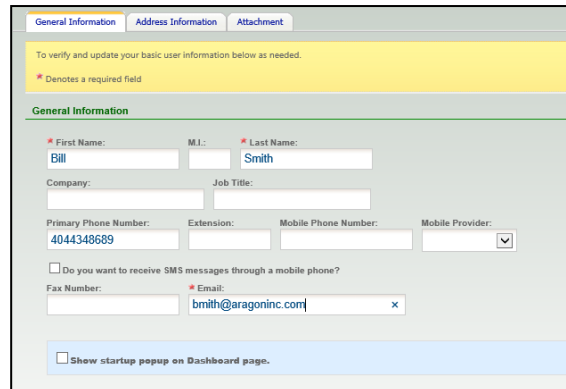
- 1) In ‘Basic Information’, the user can change their name and contact information. The section provides tabs along the top so that the user can also change his/her address information.
- 2) The ‘Password’ and ‘Security Questions’ options allow the user to edit/change their password or security questions, which prevents unauthorized access to their account and prevents unauthorized users to submit applications.
- 3) The ‘Managing Associated Consultants and Preparers’ section allows user to manage his consultants/preparers.

2.3.1 Manage Account General Information

This section details how the user can manage their account information. In 'Basic Information', the user will be able to see three tabs: General Information, Address Information, and Attachments.

In the 'General Information' tab, the user can specify a different billing address from their mailing address and vice versa.

The 'Attachment' tab will allow users to upload documents for identity proofing; such as the 'Subscriber Agreement' or other documents that they would like the agency to be able to view. This can range from the 'Subscriber Agreement' to testing data.

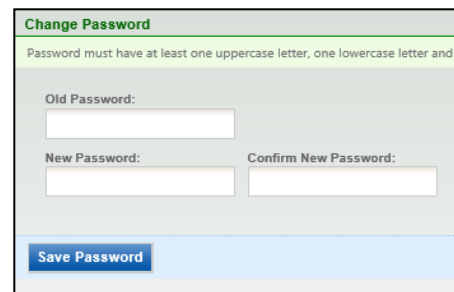


2.3.2 Protect Account Security

GEOS provides three layers of protection over the user's account: password, PIN, and Security Question. The Password is the credential the user uses for login; whereas, PIN and security questions are the credential for certification and submission, which serves as an electronic signature of the Responsible Official.

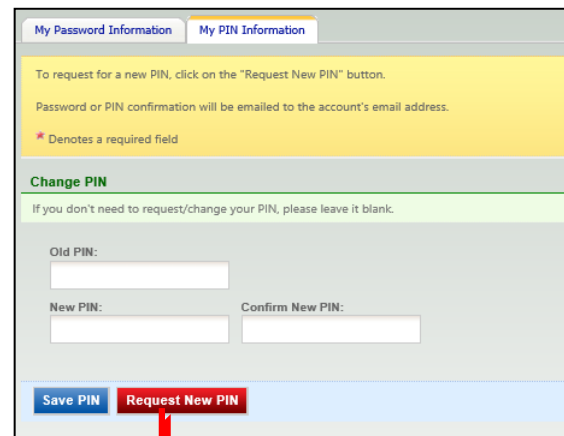
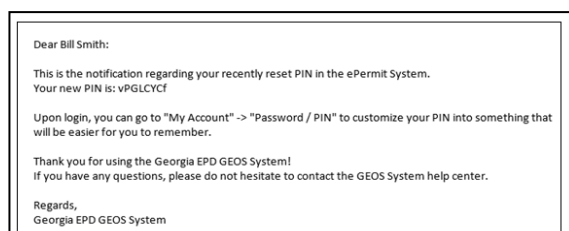
The 'Password' and 'Security Questions' options allow the user to prevent unauthorized access to their account and preventing unauthorized users to submit applications.

By clicking 'Password', the user can go to the 'My Password Information' tab to change their password by entering their old password and by entering their new password.



The second security layer GEOS has is the PIN number. By clicking on the 'My PIN information' tab, the user will be able to request a PIN number and then change it in the future. The PIN number will be required to submit an application.

Once a PIN number is requested, the user will receive an e-mail of a new PIN. The user will need to click 'Save PIN' to make sure the changes have been stored.

As a part of security measurements, GEOS requires the Certifier to answer a security question challenge correctly before it will accept each online submittal. If the user is creating a RO account, they will also need to setup a pool of security Q/A so that GEOS can use their answers to authenticate their identity during the submission certification process. Clicking on the 'Security Question' tab, the user can change their security question(s) and response(s). The security questions will be needed when retrieving a lost password and when submitting an application.

Security Questions

Question 1:
What is the first and middle name of your oldest sibling? ▾
Answer:

Question 2:
What is your birthday? ▾
Answer:

Question 3:
What is the name of the hospital where you were born? ▾
Answer:

Question 4:
What is your best friend's last name? ▾
Answer:

Question 5:
What is the last name of your favorite teacher? ▾
Answer:

Reason to Reset Security Questions



Reason:

2.3.3 Managing Associated Consultants and Preparers



A RO user could manage a list of associates (consultants or preparers) to help the RO to prepare draft applications. This option is useful in situations where an RO manages multiple facilities and requires additional assistance. When a preparer creates an application for the RO, the RO can see the newly created application when he/she logs into their account. Once the application is reviewed by the RO, the RO can then submit the application. This Section describes features the RO can use to manage his/her associates within GEOS and only viewable by the RO.

Consultants List

1 - 1 of 1 item(s)

		First Name	Last Name	Facility	Permission	Application	Effective Date	Expiration Date	Status
		jason	fan	MARKTEC INC.	Prepare Only	Title V Application	07/01/2014	07/24/2014	Active

[Add Consultant](#)

This section describes how an RO will associate and de-associate a preparer for his/her facility. By clicking the 'Managing Associated Consultants and Preparers' section, a user can see a grid view of preparers that have been associated to their account. The grid view lists out who they have associated with them and for which facility and application type, as well as the effective dates of this association. If the user wants to de-associate the user, they can simply click on the  icon to remove them. By clicking on the  icon, the user can pull a detail view of the associates setting.

To add a new preparer, the system first prompts for the preparer's e-mail, which means the preparer is required to have an account in GEOS first. Next, GEOS asks for the effective date and expiration date of this association, if any.

As a third step, User needs to 'Add Application Authorizations' to the preparer. 'Application Authorization' defines the facility(s) and the application type(s) (i.e. Title V or NPDES) the preparer is allowed to prepare, as well as the permission access. Once the association is completed, the preparer can log in and begin working on applications.


Consultant Information

Effective Date: Expiration Date:

[Save](#) [Email Notify](#)

Authorized Applications

1 - 1 of 1 item(s)

	Application	Facility	Permission	Status
	Title V Application	MARKTEC INC.	Prepare Only	Active


[Add Application Authorizations](#)

3 Home Page (the “Dashboard”)

The home page of GEOS is also called the ‘Dashboard’, which gives the user visibility of key features that GEOS has to offer. The dashboard provides access to applications that have to be created, applications that need to be finished, and applications that have already been submitted while being organized by the applications latest activity.



1 The ‘Start a New Application’ allows the user to start a new application from the dashboard. It will only display the application type the user has been assigned to.

2 The ‘Application Requiring Attention’ sorts certain applications that have certain activities. Applications that require payment, are withdrawn, or have messages associated with them would display in this section. This section contains a legend of what each icon means. For example, when  icon is displayed and the user places their cursor over the icon, a message will appear stating ‘1 new correspondence message’.

3 The ‘My Unfinished Applications’ will display up to five applications that were incomplete. The number in the title bar informs the user of the total amount of unfinished applications.

4 In the case of ‘My Submitted Applications’ the top five submitted applications are displayed. The review status is shown and the number of unfinished applications. If more than five records exist, the user will see a hyperlink to link the user to the total list in ‘Track Submitted Applications’.

5 The ‘Message Center’ provides a link to any communication done via GEOS. This provides a shortcut for the user to see e-mails or correspondence messages that were sent to them.

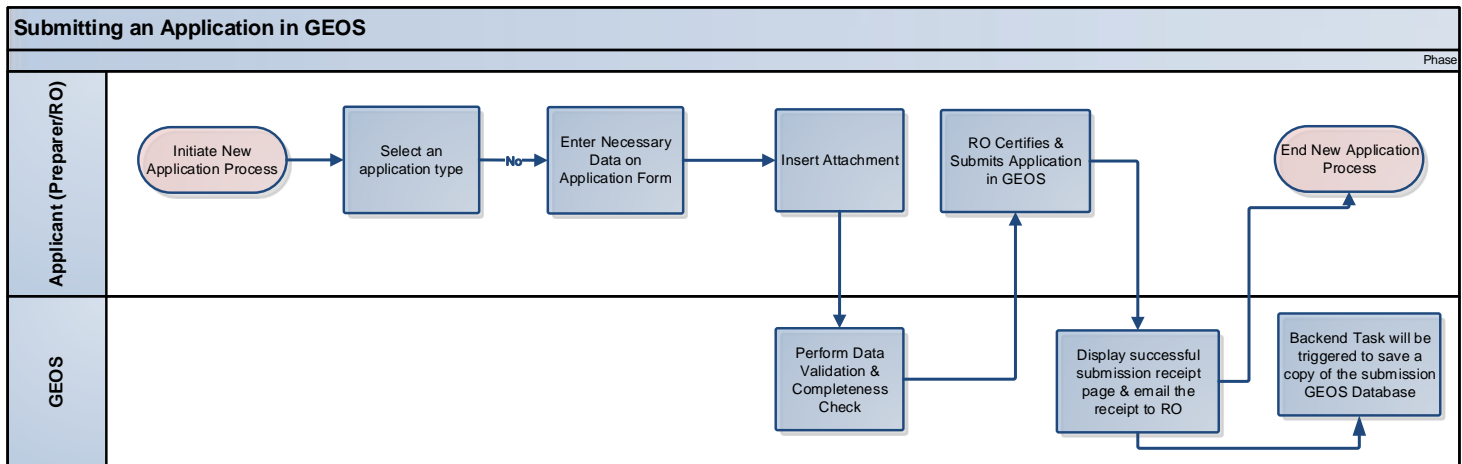


4 Application Submission and Management

Once an account is established, the user could begin online submittals. Currently GEOS provides the ability to submit a Title V and NPDES Municipal permit applications. This Section provides generic features applicable to all online submittals. For data entry forms specific to each submittal (e.g., Title V or NPDES), please see the Appendix section.

4.1 Overview of Application Submission Process

To better understand how to use GEOS, it is important for the user to understand the submission process. The below diagram displays the flow for completing a submission.



Major steps of submitting an application in GEOS are listed in the following table.

Step #	Name	Highlights of System Functions & Description
1.	Select an application type	Based on the selection of the application type, the system will bring up different application forms which mimic the 'paper' form. Currently, GEOS offers the Title V and NPDES Municipal applications.
2.	Select a facility	At the start of each submittal (i.e., application or report), the user needs to specify a facility by selecting from a drop-down list. The list is based on: <ul style="list-style-type: none">For RO: the facilities identified on the Electronic Signature Agreement and approved by EPD;For Preparer: the facilities authorized by the associated RO. Once a facility is selected, the general information and FIS ID of that facility will be populated from the FIS database into the application form automatically. Please note that if an RO user cannot find a facility from the drop-down list, he/she needs to <ul style="list-style-type: none">Go to 'My Account' → 'Manage Account Type' → To associate new facilityIf he/she cannot find the facility from the search, he/she needs to contact EPD. If a preparer cannot find a facility from the drop-down list, he/she needs to contact their associated RO for authorization.
3.	Enter necessary information on the application form	GEOS will conduct data validation along with the preparation of an application form, and display warning / error messages to the user if the data validation fails.
4.	Insert attachment(s)	GEOS supports uploading of required and optional attachments. The file format of the attachments include: WORD (doc, docx), EXCEL (xls, xlsx, and csv), PDF, image (JPEG, PNG, GIF, etc.)
5.	Data validation and	At the end of preparation, GEOS will present a tree view summary of the data



Step #	Name	Highlights of System Functions & Description
	completeness check	validation result of each section with a hyperlink to the corresponding section to ease the correction process.
6.	Certification and submission	For all submissions, the user will need to certify that they are a qualified individual, answer a security question, and then enter their PIN before an application can be submitted. Currently, only 'Responsible Official' can submit applications. The user can refer to section 2.3.2 for more information on how to receive a PIN or reset security question.
7.	Acknowledgement Receipt and confirmation email	<p>For each successful submission, GEOS will present an acknowledgement receipt on screen. The receipt can then be printed by the user if they wish. The receipt contains the following information:</p> <ul style="list-style-type: none">• Unique Submission ID• Date and Time of submission• IP address from which submission was made• Name, Address, and contact information of RO• Facility Name and (if applicable) Permit Number of submission• Indication of (and details for) any attachments provided along with the submission <p>GEOS will also send a confirmation email to the user with similar information as the receipt.</p>

4.2 Applying and Submitting Applications

Being able to submit applications online provides a way for both public and agency users to electronically organize submissions, track and share progress from anywhere and anytime as long as the user can access the internet. Currently GEOS allows for the submission of NPDES and Title V applications. To view the guide in completing each individual application, please refer to the appendix.

4.3 Tracking Submitted Applications

The ability to track submitted applications allows the user to effectively manage submissions. Users can track the applications they have submitted by navigating to the 'Application' menu bar or the dashboard link. In this section the user is able to search applications using the search toolbar on top to filter their selection. The user can also filter out submissions that they have withdrawn, amended, or terminated for those that require additional attention. GEOS provides an advanced search option, giving the user more search parameters to use.

GEOS provides the following features for the user to keep track of their submission:

- Ability to review submission detail
- Track EPD work status regarding the submission
- Viewing issuances related to the submission
- Communicating with the EPD regarding the submission
- E-mail tracking of notifications sent by the EPD

4.3.1 Review Submission Copy-of-Record

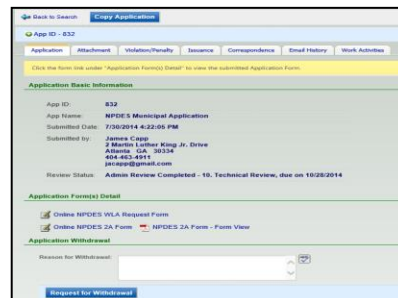
A public user may have several submissions for their facility(s) so it is important for them to be able to have a tool to review their submissions. By clicking on the 'View' tab from the grid view in 'Track Submitted Applications', the user will be brought to the screen below. The user can see the review status on this page and the most current review task. The

user can also view his submission by clicking the  icon.

The 'Track Submitted Application' tabs can be broken down into the following:

- Application:** user can view information related to the submission and status; GEOS displays: Submission ID, Application Type, Submission Date, Submitter details (Name, Address, Phone and Email), Most Recent Application Status, Application Status History with Comments and Most Recent Application Form.
- Attachments:** displays any attachments that have been uploaded to GEOS during submission process; if attachments were uploaded during submission process, the applicant can upload additional sets of attachments in this page.
- Payment:** displays total application fee, payment made and fee balance; user is able to make additional payments via Credit Card or electronic Check if there are any pending balances on the application fee.
- Issued Letters/Permits:** displays all permits that have been issued for the submission in question.
- Correspondence:** allows applicant to initiate correspondence with agency users, but visible to third-party users as well.
- Email History:** displays a list of emails that have been manually sent by agency users, and are not system-automated.

If the user needed to copy his/her submission because of the similarities of a new submission, the 'Copy Application' function will create a new application and transpose all the data that was filled in on the previous application.



4.3.2 Tracking Submission Status – Work Activities


The current work activities can be seen by the user by clicking on the 'Work Activities' tab. It will show each tasks complete date and status. This allows the public user to keep track of the submission review process progress so that if a work task was overdue, that the applicant can address the reason why.

Status:	(All)	Filter
Work Activity List		
1 - 14 of 14 item(s)		
Task Name	Task Status	Complete Date
WLA Request Form Required Determination	Completed	07/30/2014
1. Application Received	Completed	07/30/2014
2. Set Submission Status = Admin Review	Completed	-
9. Completeness Review	Completed	07/30/2014
10. Technical Review	Scheduled	-
11. NPDES Unit Manager Review	N/A	-
12. NPDES Program Manager Review	N/A	-
13. NPDES Draft Permit Issuance	N/A	-
14. NPDES Public Notice	N/A	-
16 A. NPDES Revised Permit Based on Comments	N/A	-
16 B. NPDES EPA Comment Period	N/A	-
17. Final Permit to Branch Chief/Director Office	N/A	-
18. Final Action	N/A	-
19. Push Final Permit to GAPDES/ICIS	N/A	-


4.3.3 Tracking Issuances from EPD

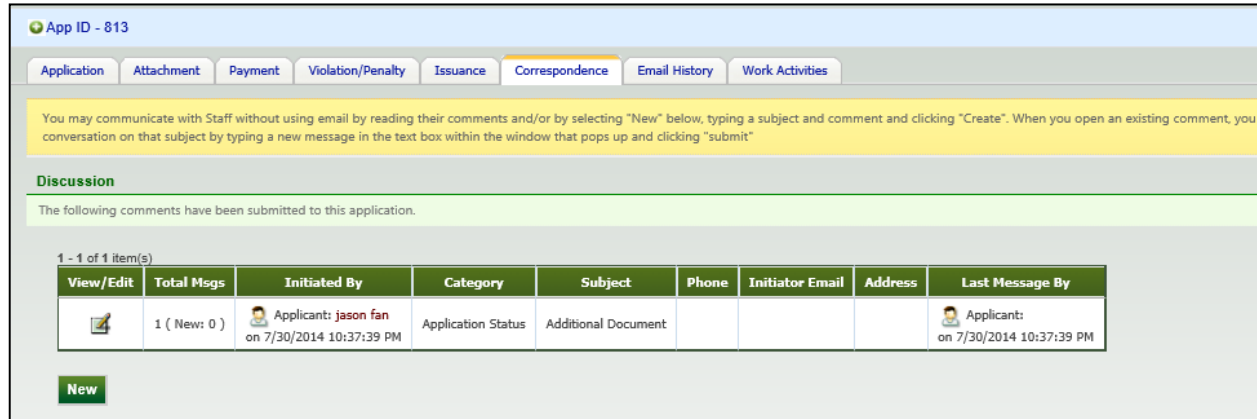
The user can also keep track of documents that have been issued so that he/she can see if any additional steps still need to be taken. In some cases, the EPD will issue multiple draft permits that will be displayed in this section so that the applicant may see which draft permit should be used in moving on to the final permit. In issuance, the user will show the permit type, permit number, and the type of

My Dashboard	Application	Reporting	Inspection	My Account
Open Applications				
Start a New Application Apply new application				
My Favorite Applications My favorite applications list				
Edit Pending Applications Edit unfinished application				
Submitted Applications				
Track Submitted Apps Monitor submitted applications				
Manage Permits/Certs. Track permits or licenses				
Correspondence Mqg Monitor correspondence Mqg				
Email History Track emails for submitted				
Application > Submitted Applications > Track Submitted Apps				
Back to Search Copy Application				
App ID - 813				
Application Attachment Payment Violation/Penalty Issuance Correspondence Email History Work Activities				
Here is the list of Issuance documents.				
Issuance Document				
1 - 2 of 2 item(s)				
Issuance Info	Issuance Date			
43435 - And Rain Stages: Draft Permit - Status: Issued App#: 813 - Title V Application	Issued on 07/10/2014 Effective on			
43435 - And Rain Stages: Draft Permit - Status: Issued App#: 813 - Title V Application	Issued on 07/10/2014 Effective on			

permit issued. The user can also view the document by clicking on the  icon. Please make sure that a PDF viewer is installed prior to viewing the document.

4.3.4 Tracking Correspondences with EPD

GEOS provides an additional feature for allowing the applicant to notify the EPD. Being able to contact the EPD is necessary to resolve any issues that require attention and effectively lessen the time needed to resolve any issues. The user can access this section if there is any new correspondence through the message center. The correspondence tab within the submission will only display correspondence regarding the selected submission. By clicking on the  icon, the user can open the correspondence history so that the applicant.



App ID - 813




Application Attachment Payment Violation/Penalty Issuance **Correspondence** Email History Work Activities

You may communicate with Staff without using email by reading their comments and/or by selecting "New" below, typing a subject and comment and clicking "Create". When you open an existing comment, you conversation on that subject by typing a new message in the text box within the window that pops up and clicking "submit"

Discussion

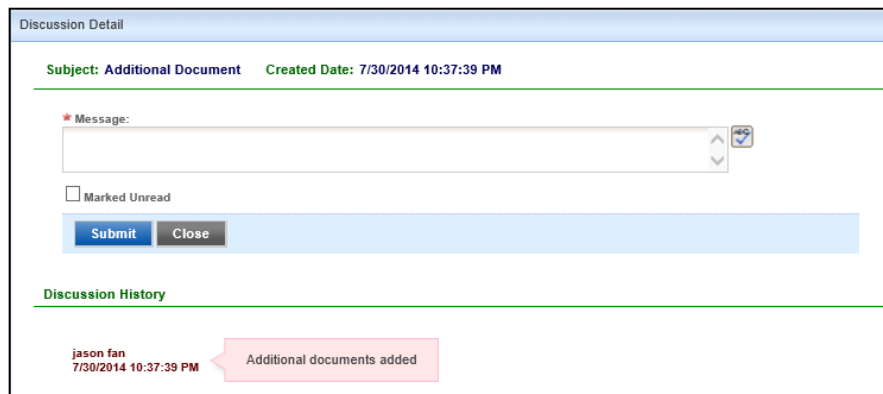
The following comments have been submitted to this application.

1 - 1 of 1 item(s)

View/Edit	Total Msgs	Initiated By	Category	Subject	Phone	Initiator Email	Address	Last Message By
	1 (New: 0)	 Applicant: jason fan on 7/30/2014 10:37:39 PM	Application Status	Additional Document				 Applicant: on 7/30/2014 10:37:39 PM

New

The correspondence history will contain time stamps of the conversations, when the correspondence was created, and the subject.



Discussion Detail

Subject: Additional Document **Created Date:** 7/30/2014 10:37:39 PM

* Message:

☐ Marked Unread

Submit **Close**

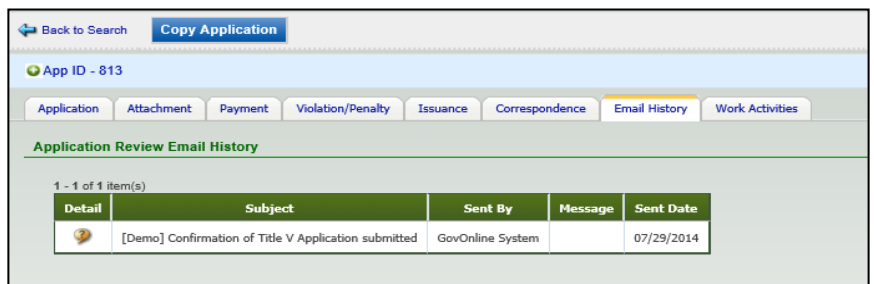
Discussion History

jason fan
7/30/2014 10:37:39 PM Additional documents added

If no correspondence exists, the user can select the new button to start a new correspondence.

4.3.5 Tracking Emails Sent by GEOS

GEOS maintain a history of all emails pertaining to each submittal. This provides an easy method of record keeping of when they were notified by the GEOS system and the details of the e-mail. Only e-mails generated by GEOS are stored in this section. This may prove to be useful in situations where the applicant did not receive an e-mail due to several reasons but can use this tool to check on e-mails regarding their




Back to Search Copy Application

App ID - 813

Application Attachment Payment Violation/Penalty Issuance **Correspondence** Email History Work Activities

Application Review Email History

1 - 1 of 1 item(s)

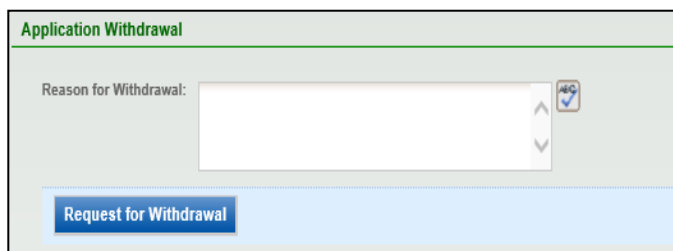
Detail	Subject	Sent By	Message	Sent Date
	[Demo] Confirmation of Title V Application submitted	GovOnline System		07/29/2014

submission.

By clicking on the  icon, the user can see the message that was contained in the e-mail sent by the system.

4.4 Request for Application Withdrawal

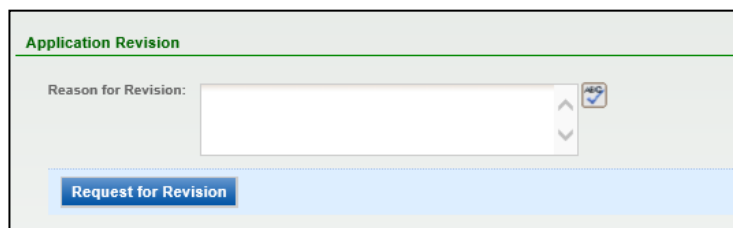
In some cases, an applicant will want to withdraw his submission. GEOS currently only allows the user to request for a withdrawal. The request for withdrawal option is located in the 'Track Submitted Application → Application' tab. This allows the user to request a withdrawal of their current submission. By doing so, the EPD will make a decision of whether or not to approve or deny the request. If the withdrawal was approved, the status will mark the submission as withdrawn and no further action can be taken.



The screenshot shows a web form titled "Application Withdrawal". It features a text input field labeled "Reason for Withdrawal:" with a small help icon (a question mark inside a circle) to its right. Below the input field is a blue button labeled "Request for Withdrawal".

4.5 Request for Application Revision

An applicant might notice an error in their submission and would like to revise their submissions. In such cases the applicant would need to request for revision in order to notify the EPD first. The request for revision option is located in the 'Track Submitted Application → Application' tab. This allows the user to request a revision of their current submission. By doing so, the EPD will make a decision of whether or not to approve or deny the request.

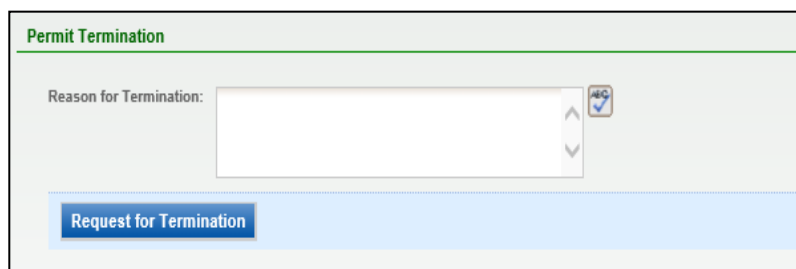


The screenshot shows a web form titled "Application Revision". It features a text input field labeled "Reason for Revision:" with a small help icon (a question mark inside a circle) to its right. Below the input field is a blue button labeled "Request for Revision".

If the submission is approved for revision, a new application will be created with the status set as 'Revision'. This will let the user revise their past submission and the old submission will be marked as 'Revised Archived'. No further action can be taken on the old submission.

4.6 Request for Permit Termination

If a final permit has been issued by the EPD through a GEOS submission and the applicant decides that the permit is no longer needed, the applicant can request for termination of the permit. The request for termination option is located in the 'Track Submitted Application → Application' tab and can also navigate to this section through the 'Manage Permit/Certification' module. This allows the user to request to terminate of their current permit. By doing so, the EPD will make a decision of whether or not to approve or deny the request. If the agency approves of the termination, the submission will then be terminated and no longer be modified.



The screenshot shows a web form titled "Permit Termination". It features a text input field labeled "Reason for Termination:" with a small help icon (a question mark inside a circle) to its right. Below the input field is a blue button labeled "Request for Termination".


5 Permit and Issuance Management

The permit and issuance management module offers the Applicant with the following features:

- Track EPD review status for their permit submissions
- Manage permits issued by EPD
- Renewal existing permits
- Amend permits
- Submit permit termination request

Upon login into the GEOS, the System will present a list of active permits associated with the facilities which the user is associated with. At this time, GEOS will provide air and water permits and the list will grow as the System integrates with additional EPD data systems in the future. If the user applies a permit via GEOS, the permit record will contain submission data and final permit. Otherwise, the permit record will contain permit meta data only (no submission data). GEOS allows the user to amend, renew, and terminate their issuances. When renewing or amending a permit, please follow the GEOS screen Wizard to complete required forms and submit them for EPD's review.

The following sections will provide more details on how to manage issuances.

The 'Manage Permit/Certification' module under 'Applications' allows the user to view all issuance associated to the facility that they are associated with. Similar to the 'Issuance' feature in the 'Track Submitted Application', the user can view the permit by clicking the  icon. The user can filter the permits by the tool bar above the grid view and filter by 'Application ID', 'Permit Number', 'Site Address', and/or 'Facility Name'. The user can click on the submission hyperlink in 'Issuance Info' to navigate to the application submission to view the details if the permit is associated to a GEOS submission.











Application > Submitted Applications > Manage Permits/Certs.

To search for desired "Issued Permits" by selecting from a variety of search criteria which include permit name, type, status, facility names, and/or permit issuance date range. Your search results will appear on the list

App ID: Permit No.: Site Address: Facility Name: [Search](#) [Advanced Search](#)

Search Result

1 - 2 of 2 item(s)

	Facility	Issuance Info.	Critical Dates	RO Info.
 Amend	KING AMERICA FINISHING INC.	123 - NPDES Individual Permit Stage: Final Wasteload Documents , Status: Issued App#: 957 - NPDES Municipal Application	 Issued on 08/06/2014  Effective on	 Elizabeth Booth  Mailing address PO Box 75 Dover, 30424
 Amend	KING AMERICA FINISHING INC.	tbd - NPDES Individual Permit Stage: Final Wasteload Documents , Status: Issued App#: 967 - NPDES Municipal Application	 Issued on 08/06/2014  Effective on	 Elizabeth Booth  Mailing address PO Box 75 Dover, 30424

5.1 Amend Permit

Since facilities can often times change in the way they operate, their existing permit will need to be amended to remain in compliance. User can amend a permit anytime when the permit is effective. The process of amending a permit is as follows:

1. Search and select a permit that needs to be amended
2. Click "Amend"
3. The page will be directed to a new application form based on the permit type.
4. If submission history doesn't exist in GEOS, the application form will not have any previous submission data pre-populated. But GEOS will pre-populate the facility data into the application form.
5. If submission history exists in GEOS, the application form will have all previous submission data pre-populated.



6. Applicant is able to revise the data in the application form. Details on how to fill out an online application form are in Section 4.2.
7. Applicant can save and exit the application form any time before submission
8. After the new application form passes GEOS validation check, the application can be submitted
9. RO needs to go through the same submission process as Section 4.2 to submit an amendment application
10. RO can withdraw the amendment submission before a permit revision is issued. For details, please refer to Section 4.4.
11. The submission status of the amendment submission can be tracked the same way as described in Section 4.3.

5.2 Renew Permit

To remain in compliance, applicants will need to renew their permits prior to permit expiration date. If the permit is near to expiration or expired, the user will see a 'Renew' button in addition to an 'Amend' button. The process of renewing a permit is as follows:

1. Search and select a permit that needs to be renewed
2. Click "Renew"
3. The page will be directed to a new application form based on the permit type.
4. If submission history doesn't exist in GEOS, the application form will not have any previous submission data pre-populated. But GEOS will pre-populate the facility data into the application form.
5. If submission history exists in GEOS, the application form will have all previous submission data pre-populated.
6. Applicant is able to revise the data in the application form. Details on how to fill out an online application form are in Section 4.2.
7. Applicant can save and exit the application form any time before submission
8. After the new application form passes GEOS validation check, the application can be submitted
9. RO needs to go through the same submission process as Section 4.2 to submit an amendment application
10. RO can withdraw the amendment submission before a permit revision is issued. For details, please refer to Section 4.4.
11. The submission status of the amendment application can be tracked the same way as described in Section 4.3.



6 Appendix

6.1.1 Apply for NPDES Municipal Permit

The NPDES application allows the user to apply for the different types of NPDES permits. The NPDES contains a pre-application form (also known as the 'Wasteload Application') and the NPDES 2A Form. Since in some cases the pre-application form is not necessary to be submitted, the applicant can select to choose either the WLA with the NPDES form or just a single form.

6.1.1.1 WLA



The Waste Load Application, or pre-application, is combined with the NPDES process. To access the WLA form, the user will need to select the NPDES application form from the application list and then select the WLA form.

APPLICATION FORM LIST (SUBMISSION ID: 760)


If you know what Form(s) you need for your application, please select them from the list below.

If you DO NOT know what form(s) you need for your application, please just click on "Next" button to continue - Township staff will determine what forms need to be filled out based on your initial request.

All Applicable Forms List

<input checked="" type="checkbox"/>		NPDES WLA Request Form - Form View	
<input type="checkbox"/>		NPDES 2A Form - Form View	NPDES 2A Form NPDES New Permit Application NPDES Expansion or Major Modification Application NPDES Renewal Permit Application NPDES Minor Modification Application NPDES Major Modification w/o WLA

Pre-Application Form Selection

There are three request types for the WLA application – expansion, relocation, and new discharge. The WLA requires the applicant to enter any fields that contain an  icon. The facility list will populate based on the users right to prepare the application for their associated facilities.

NPDES WLA REQUEST FORM (APP ID: 758)

You have to enter all required fields to go next. If you want to continue to work on the form and leave required fields blank for now...

Application Information

WLA Request Type: ☒ Expansion ☐ Relocation ☐ New Discharge

NPDES Permit No.: GAU020114 x

Facility: CITY OF JASPER (jason fan)

Mailing Address 1: 450 MOUNTVIEW DRIVE

Mailing Address 2:

County: Pickens City: Jasper State: GA Zip: 30143

Facility Address 1: 450 Montview Rd

Facility Address 2:

County: Pickens City: Jasper State: GA Zip: 30143

Latitude: 34.4548109 Longitude: -84.4151279

Display Lat/Long on Map

WLA General Application Information

GEOS provides a GIS function so that the applicant can view the location of the facility selected in order to verify that the facility selected is correct.

The GIS function can also be utilized in allowing the user to use a map to pinpoint the GIS location.

Upload Map showing discharge location(s)					
Receiving Water:	River Basin:	County:	Latitude:	Longitude:	
1. <input type="text" value="Discharge location 1"/>	<input type="text" value="Coosa"/>	<input type="text" value="Bibb"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Get Lat/Long"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Get Lat/Long"/>
3. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Get Lat/Long"/>

WLA Outfall Locations

The user can click on the 'Get Lat./Long' button and move the cursor to the desired location. Once the desired location is selected, the user can click the 'Update' button to populate the lat./long with the pinpoint location's lat./long.

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Input Address: , , GA , Unite States
 Match Address: use exsiting lat/long
 Match Confidence: N/A
 X,Y: -84.0056722163564 , 34.0019721623489

WLA Mapping Utility

Latitude:	Longitude:	
<input type="text" value="34.001972162348856"/>	<input type="text" value="-84.005672216356444"/>	<input type="button" value="Get Lat/Long"/>

Lat./Long Field Population

The WLA application provides dynamic features and will adjust based on the need of the applicant. For example, if the facility has both domestic and industrial discharge, the field will appear for the applicant to specify the proportion.

★ Discharge Type:	<input type="radio"/> Domestic	<input type="radio"/> Industrial	<input checked="" type="radio"/> Both
★ If both, proportion Domestic:	Industrial:	<input type="text"/>	

WLA Dynamic Features

The applicant will then enter his information in the contact field. At this point, the user should either click 'save' or 'next' to save and continue to upload attachments.

Applicant Contact Information			
★ First Name	Middle Name	★ Last Name	★ Title:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
★ Telephone Number:	★ Email		
<input type="text"/>	<input type="text"/>		

WLA Applicant Contact Fields

**6.1.1.1.1 Attachment**

Before submitting, the user can upload files such as a map of the discharge location and so on to supplement their application with any additional/required documents.

6.1.1.1.2 Submission

In the final step, GEOS will validate that all required inputs and sections were completed based on the validation rules set in place. If the system passes the application, the user can then submit the application. However, if any section fails to pass, GEOS will alert the user that a section was not completed properly by marking the section with an 'X' and with a description of the reason why. After the application is submitted, the user will receive a receipt confirming the submission and providing the user IP address.

6.1.1.2 NPDES

The NPDES application can be accessed through the application list. Once the NPDES form is selected, the user can decide if the application requires a WLA and NPDES, or just the NPDES form.

The application list provides the type of NPDES options available in the NPDES section. In this section, the NPDES new permit will be demonstrated with NPDES Minor Modification and NPDES Major Modification w/o WLA following a slightly different application process. By clicking next, the user can access the NPDES form.

GEOS has the NPDES form broken down to the following unique sections based on relevance.

Part	Form Name	POTW Having Design Flow Rate			POTW Having an Approved Pretreatment Program	POTW Having a Combined Sewer System
		< 0.1 MGD	≥ 0.1 MGD	> 1.0 MGD		
PART 0: APPLICATION INFORMATION						
N/A	Wasteload Allocation Request Form (checkbox)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
N/A	NPDES Application Form (checkbox)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Note: In this section, Applicant determines what form(s) he/she wants to be included into the application package.						
PART I: WLA REQUEST FORM						
N/A	Wasteload Allocation Request Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PART II: NPDES FORM 2A (including EPA FORM 3510-1, which is auto-filled by system)						
NPDES Application Type (Included in Part A)						
N/A	NPDES New Permit Application Form (radio button)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
N/A	NPDES Expansion or Major Modification Application (radio button)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
N/A	NPDES Renewal Permit Application (radio button)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
N/A	NPDES Minor Modification Application (radio button)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
N/A	NPDES Major Modification – Simple Application (radio button)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Note: Applicant determines what NPDES application type he/she wants to apply. If “Minor Modification Application” is selected, the form will only contain one text field for User to enter a “Summary of the Requested Change”.						
Basic Application Information						



Part	Form Name	POTW Having Design Flow Rate			POTW Having an Approved Pretreatment Program	POTW Having a Combined Sewer System
		< 0.1 MGD	≥ 0.1 MGD	> 1.0 MGD		
A	NPDES Form 2A (Basic Application Information for all Applicants)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B	Additional Application Information for Applicants with a Design Flow ≥ 0.1 MGD		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C	Certification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Note: Part C 'Certification' is incorporated into the 'Submission' module on the Navigation Wizard.</i>						
Supplemental Application Information						
D	Expanded Effluent Testing Data			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
E	Toxicity Testing Data			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
F	Industrial User Dischargers and RCRA/CERCLA Wastes				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
G	Combined Sewer Systems					<input checked="" type="checkbox"/>
Sludge Addendum						
H	Sludge Addendum	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Note:</i> (1) For detailed validation rules please refer to Section 8: Appendix A. (2) For Minor Modification Application, the form is only one text field for a "Summary of the Requested Change".						

6.1.1.2.1 A. NPDES Form Part A

The first step in the NPDES form requires the applicant to select the type of permit they are applying for, which includes:

- NPDES New Permit Application Form
- NPDES Expansion or Major Modification Application
- NPDES Renewal Permit Application
- NPDES Minor Modification Application
- NPDES Major Modification – Simple Application

The user then selects the facility that the application pertains to. The user will then continue to enter in the facility contact information. Similarly to the WLA, GEOS provides the user the ability to view the facility on a map via the GIS tool by clicking the 'Display Lat./Long' button.

Because the applicant can be different than the contact of the facility, the user can either 'check here' to populate the contact from the top if the applicant is the same. The system will copy the information from the above section and populate it in the appropriate field. If the applicant is different, then this section requires the user to fill out the correct individual. The user will then have to indicate his/her relationship to the facility and who should be contacted in the future regarding the permit.



The NPDES application provides dynamic features to ease in the application process. In section A.3, if existing environmental permits are not applicable, the user should check the checkbox. If the checkbox is checked, the input fields become hidden.

A.3. Existing Environmental Permits.

Provide the permit number of any existing environmental permits that have been issued to the treatment works (include state-issued permits).

☒ Not Applicable

NPDES Dynamic Form Feature

If the application type selected was NPDES minor modification or NPDES major modification simple, then the application would end here.

Additional features to assist the users through the application process can be seen in section A.8. As the user selects the options provided, input parameters will alter based on the selection.

A.8. Discharges and Other Disposal Methods

* a. Does the treatment works discharge effluent to waters of the U.S.?
☐ Yes ☒ No

* b. Does the treatment works discharge effluent to basins, ponds, or other surface impoundments that do not have outlets for discharge to waters of the U.S.?
☒ Yes ☐ No

If yes, provide the following for each surface impoundment:

	Location	Annual average daily volume discharged to surface impoundment(s) (mgd)	Is discharge
1			

Add New Record

In section A.9, if an outfall location is required because the user selected 'yes' for the question 'Does the treatment works discharge effluent to waters of the U.S.?' in A.8, a description of the outfall is necessary. In this prompt for additional detail, the GIS function can be used. Be sure to click 'save' and/or 'next' to save the entered data and move onto the next section once section A is completed.

The cursor can be moved to pinpoint the exact location of the outfall. By clicking the 'Update' button, the location will be transposed back to the form.

Wastewater Discharge Detail

A.9. Description of Outfall

* a. Outfall Number

* b. Location

* Address 1 Address 2

* City County State Zip Code

* Latitude * Longitude **Get Lat/Long**

c. Distance from shore (if applicable) ft.

d. Depth below surface (if applicable) ft.

* e. Average daily flow rate mgd

* f. Does this outfall have either an intermittent or a periodic discharge?
☒ Yes ☐ No

6.1.1.2.2 B. Additional Application Information

Due to the complex nature of the NPDES form, certain sections explain in detail what needs to be provided and if the section applies to the applicant. If the section does not apply, the 'Not Applicable' checkbox can be selected and the section input parameters will be hidden.

B.5. Scheduled Improvements and Schedules of Implementation.

Provide information on any uncompleted implementation schedule or uncompleted plans for improvements that will affect the wastewater treatment, effluent quality, or design capacity of the treatment works. If the treatment works has several different implementation schedules or is planning several improvements, submit separate responses to question B.5 for each. (If none, go to question B.6.)

☐ Not Applicable

Add New Schedule Information

NPDES Message Box

If the section is required to be filled, the user can either click the icon or the button provided. Once selected, a new screen will prompt with the required fields that need to be filled.

Schedule Detail

B.5. Scheduled Improvements and Schedules of Implementation.

* a. List the outfall number (assigned in question A.9) for each outfall that is covered by this implementation schedule.

* b. Indicate whether the planned improvements or implementation schedule are required by local, State, or Federal agencies.

☐ Yes ☐ No

c. If the answer to B.5.b is "Yes," briefly describe, including new maximum daily inflow rate (if applicable).

d. Provide dates imposed by any compliance schedule or any actual dates of completion for the implementation steps listed below, as applicable. For improvements planned independently of local, State, or Federal agencies, indicate planned or actual completion dates, as applicable. Indicate dates as accurately as possible.)

Implementation Stage	Schedule	Actual Completion
– Begin construction	<input type="text"/>	<input type="text"/>
– End construction	<input type="text"/>	<input type="text"/>
– Begin discharge	<input type="text"/>	<input type="text"/>
– Attain operational level	<input type="text"/>	<input type="text"/>

* e. Have appropriate permits/clearances concerning other Federal/State requirements been obtained?

☐ Yes ☐ No

Describe briefly:

Save Schedule Info **Cancel**

NPDES Schedule Detail Form

Throughout the NPDES form, testing data is required by the agency. GEOS gives the user the option of either filling out the testing data or bypassing the entry by selecting the 'Please check the checkbox if you would like to upload the test result' checkbox. If this option has been checked, the user can move on but will be required to upload the testing results in the attachment section of the application.

B.6. EFFLUENT TESTING DATA (GREATER THAN 0.1 MGD ONLY).

Applicants that discharge to waters of the US must provide effluent testing data for the following parameters. Provide the indicated effluent testing required by the permitting authority for each outfall through which effluent is discharged. Do not include information on combined sewer overflows in this section. All information reported must be based on data collected through analysis conducted using 40 CFR Part 136 methods. In addition, this data must comply with QA/QC requirements of 40 CFR Part 136 and other appropriate QA/QC requirements for standard methods for analytes not addressed by 40 CFR Part 136. At a minimum, effluent testing data must be based on at least three pollutant scans and must be no more than four and one-half years old.

☐ Please check the checkbox if you would like to upload the test result.

Edit **Outfall Number**

Add Effluent Testing Data

NPDES Message Box and Bypass Function

6.1.1.2.3 D. Expanded Affluent Testing Data & Toxicity Testing Data

In part D, the user can either input the testing data electronically or choose to upload a completed document at the end of the application by selecting the Please check the checkbox if you would like to upload the test result' checkbox.

D.1. Effluent Testing: 1.0 mgd and Pretreatment Treatment Works.

If the treatment works has a design flow greater than or equal to 1.0 mgd or it has (or is required to have) a pretreatment program, or is otherwise required by the permitting authority to provide the data, then provide effluent testing data for the following pollutants. Provide the indicated effluent testing information and any other information required by the permitting authority for each outfall through which effluent is discharged. Do not include information on combined sewer overflows in this section. All information reported must be based on data collected through analyses conducted using 40 CFR Part 136 methods. In addition, these data must comply with QA/QC requirements of 40 CFR Part 136 and other appropriate QA/QC requirements for standard methods for analytes not addressed by 40 CFR Part 136. Indicate in the blank rows provided below any data you may have on pollutants not specifically listed in this form. At a minimum, effluent testing data must be based on at least three pollutant scans and must be no more than four and one-half years old.

☐ Please check the checkbox if you would like to upload the test result.

Outfall Number	METALS (TOTAL RECOVERABLE), CYANIDE, PHENOLS, AND HARDNESS.	VOLATILE ORGANIC COMPOUNDS	ACID-EXTRACTABLE COMPOUNDS	BASE-NEUTRAL COMPOUNDS	ADDITIONAL METALS/COMPOUNDS
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add Effluent Testing Data

NPDES Message Box and Bypass Function

The next section contains additional toxicity testing data and will be necessary to be filled similarly to the previous sections.

6.1.1.2.4 E. Industrial User Discharge

When the user reaches section F, the user is given the question 'If the treatment works has an approved pretreatment program?' If the user enters 'yes', then the user will be given a chance to enter additional information detailing the pre-treatment program.

NPDES 2A FORM (APP ID: 760)
 You have to enter all required fields to go next. If you want to continue to work on the form and leave required fields blank for now, you may click "Save" and click on any section on the left panel.

APPROVED PRETREATMENT PROGRAM:
 If the treatment works has a approved pretreatment program?
☒ Yes ☐ No

GENERAL INFORMATION:
 All treatment works receiving discharges from significant industrial users or which receive RCRA, CERCLA, or other remedial wastes must complete Part F.
F.1. Pretreatment Program.
 Does the treatment works have, or is it subject to, an approved pretreatment program?
☐ Yes ☐ No
F.2. Number of Significant Industrial Users (SIUs) and Categorical Industrial Users (CIUs).
 a. Number of non-categorical SIUs.
 b. Number of CIUs.

SIGNIFICANT INDUSTRIAL USER INFORMATION:
 Supply the following information for each SIU. If more than one SIU discharges to the treatment works, copy questions F.3 through F.8 and provide the information requested for each SIU.

Edit	SIU Name	Industrial Processes
<input type="button" value="Add SIU"/>		

RCRA HAZARDOUS WASTE RECEIVED BY TRUCK, RAIL, OR DEDICATED PIPELINE:
F.9. RCRA Waste.
 Does the treatment works receive or has it in the past three years received RCRA hazardous waste by truck, rail, or dedicated pipe?
☐ Yes ☐ No

CERCLA (SUPERFUND) WASTEWATER, RCRA REMEDIATION/CORRECTIVE ACTION WASTEWATER, AND OTHER REMEDIAL ACTIVITY WASTEWATER:

NPDES Dynamic Form Feature

6.1.1.2.5 F. Combined Sewer Systems

Similarly, part G asks a single question 'If the treatment works has a combined sewer system?' If the user selects 'yes', the user will be required to enter the CSO outfalls associated with combined sewer system.

COMBINED SEWER SYSTEMS:
 If the treatment works has a combined sewer system?
☒ Yes ☐ No

G.1. System Map. Provide a map indicating the following: (may be included with Basic Application Information)

- a. All CSO discharge points.
- b. Sensitive use areas potentially affected by CSOs (e.g., beaches, drinking water supplies, shellfish beds, sensitive aquatic ecosystems, and outstanding natural resource waters).
- c. Waters that support threatened and endangered species potentially affected by CSOs.

G.2. System Diagram. Provide a diagram, either in the map provided in G.1. or on a separate drawing, of the combined sewer collection system that includes the following information:

- a. Locations of major sewer trunk lines, both combined and separate sanitary.
- b. Locations of points where separate sanitary sewers feed into the combined sewer system.
- c. Locations of in-line and off-line storage structures.
- d. Locations of flow-regulating devices.
- e. Locations of pump stations.

CSO OUTFALLS:
 Complete questions G.3 through G.6 once for each CSO discharge point.

Edit	Outfall Number	Latitude	Longitude
<input type="button" value="Add CSO OUTFALLS"/>			

NPDES Section G Form

When adding the CSO outfall, the user can utilize the GIS function to pinpoint the exact CSO outfall location.

6.1.1.2.6 G. Sewage Sludge Management


The final section of the NPDES contains triggers dependent on sewer sludge management. Each individual selection may open additional fields related to the selection. More than one option can be selected. Once all the required fields have been entered, the user can move onto the attachment portion of the NPDES. The user should again confirm that the application has been saved and/or the 'button' has been clicked to store all entered fields and move on to the next section.




6.1.1.2.7 Attachment

As mentioned previously, the user can provide attachments that are required to be submitted with the application. GEOS provides the user to either digitally upload documents or provides information if the user rather mail their documents to the agency.

Attachment

 **B.2. Topographic Map (Required)**


For more information 


☒ Online ☐ Mail ☐ Other ☐ N/A


Upload

(Please upload one file at a time. Repeat the Upload process if you have multiple files.)

Attachment description:



 **B.3. Process Flow Diagram or Schematic (Required)**


For more information 

☐ Online ☒ Mail ☐ Other ☐ N/A

Please mail to:

Georgia Department of Natural Resources
2 Martin Luther King Jr. Drive Suite 1456, East Tower
Atlanta GA 30334
Please provide your documentation.

Attachment description:



NPDES Supplemental Attachment Section

6.1.1.2.8 Submission

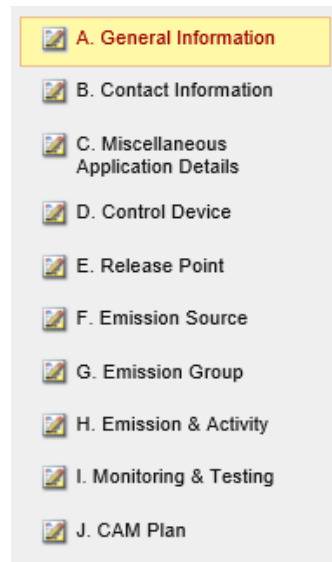
In the final step, GEOS will validate that all required inputs and sections were completed based on the validation rules set in place. If the system passes the application, the user can then submit the application. However, if any section fails to pass, GEOS will alert the user that a section was not completed properly by marking the section with an 'X' and with a description of the reason why.

After the application is submitted, the user will receive a receipt confirming the submission and providing the user IP address.

6.1.2 Apply for Title V

The main purpose for Title V application is to initiate the first step for a user to apply, renew, and amend air permits. GEOS has broken down the Title V Application Form into multiple sections. The sections are described as the following:


- **General Information:** This section contains the basic facility information such as rules/regulations and pollutants that are associated with the facility.
- **Contact Information:** This section allows the user to input contacts for the facility.
- **Miscellaneous:** This section provides the user to enter in generic equipment information, insignificant activities, and other optional fields.
- **Control Device:** This section details the control units relevant to the permit and allows the user to select the associated pollutants.
- **Release Point:** This section lets the user define in the detail the release points associated with the application.
- **Emission Source:** The emission source lists the emission and allows the user to associate the release point, control device, and rule.
- **Emission Group:** This section allows the user to define if testing and monitoring are needed for the group and define the group by type.
- **Emission & Activity:** Emission and activity lets the user describe the emission path group in further detail.
- **Monitoring & Testing:** Monitoring and testing defines the process in which each emission source is handled.
- **CAM Plan:** The Compliance Assurance Monitoring is an optional section in which facilities that require a CAM plan can specify the details in this section. Attachments can later be added in the attachments section.



Title V Navigation Wizard

6.1.2.1 General Information

In this section, the standard Title V application will be used as the base and does not completely reflect how all other types are handled.

Any fields that contain a  as an icon is required to be filled or the system will generate a validation error.

In 'General Information', the user will begin by describing the project followed by selecting the application type and selecting the facility.

A. GENERAL INFORMATION (APP ID: 757)

Please fill out the form below.

A. GENERAL INFORMATION

Construction or Modification Date: 07/10/2014

* Project Description: Initial

A.1. APPLICATION INFORMATION

* Application Processing (Fees Apply to Expedited): ☒ Standard ☐ Expedited

* Application Reason

☒ Initial Title V Operating Permit
☐ Renewal of Existing Operating Permit
☐ Modification of Existing Title V Permit
☐ Administrative Permit Condition Changes
☐ Name or Ownership Change

* Application Submitted for:

☒ All facilities under common control at a Part 70 site.
☐ Title V application for a facility within a Part 70 site.

Describe facility at a Part 70 site covered by the application

List out other facilities included in a Part 70 site

Title V General Information



By selecting the different application reasons, the form will alter based on the application needs. In the instance of selecting 'Modification of Existing Title V Permit', the previous description box was altered to a drop down menu for 'Application Type' and a 'Summary of all the Modifications being made' field box.

A.1. APPLICATION INFORMATION

★ Application Processing (Fees Apply to Expedited): ☒ Standard ☐ Expedited

★ Application Reason: ☐ Initial Title V Operating Permit
☐ Renewal of Existing Operating Permit
☒ Modification of Existing Title V Permit
☐ Administrative Permit Condition Changes
☐ Name or Ownership Change

★ Application Type: **Significant Modification with construction** ▼

★ A Summary of all the Modifications being made:

▲▼

Title V Application Reason Selection

The next section provides additional required fields for the application to be completed. Selecting the right SIC Code is extremely important since this will determine the unit that will receive the application.

★ Does your facility have less than 100 employees? ☒ Yes ☐ No

★ SIC Code: **2899 - Chemical preparations, nec** ▼

★ NAICS Code: **32614 - Polystyrene Foam Product Manufacturing** ▼

★ Facility Description:

Chemical plant

▲▼

Title V Application Description

The applicable regulation and the pollutant section play an intricate part of the application process. The regulations have been designed by using a search tool. In this utility, the user can search by description, rule, or filter by rule type. Once selected, the rule will populate in a grid view.

Applicable Rule(s)

Description: Rule: Rule Type: ▼ **Search**

Save **Cancel**

Title V Rule Search Tool

A.2.1 FACILITY WIDE REGULATORY APPLICABILITY

1 - 1 of 1 item(s)

Delete	Rule Type	Rule Code	Description
	NSPS(Part 60)	RRR	Standards of Performance for Volatile Organic Compound Emissions From Synthetic Organic Chemical Manufacturing Industry (SOCMI) Reactor Processes

Associate Rule

Title V Rule Grid view



The other type of input GEOS provides for the Title V application is a direct input to the grid view. As in the case of Criteria Air Pollutants, the user will be able to select a choice from the drop down menu. The user can then proceed to answer and input questions associated to the pollutant.

A.2.2 Facility Wide Criteria Air Pollutant(CAP) Emissions

	CAP Pollutant Code	Potential to emit value(tpy)	Allowable Limit Requested?	Allowable Limit(tpy)	Past Max Actual Annual(tpy)	Date Start of past max actual	Date End of past max actual	Future Max Actual Annual
✓ ✗	Ammonia	5	Yes	3	3	07/01/2014	07/06/2016	3

Add New Record

Title V CAP Grid View

In future sections, the regulations and pollutants will be limited to those that were entered in this section.

The Title V section contains another logic control implemented to assist in the user in filling out the application. By selecting the checkbox 'Does any air conditioner...', the system will realize that additional data must be entered and provide a section that previously did not exist so that the user may provide the information needed.

A.3. Title VI Level

☐ Does our facility have any air conditioners or refrigeration equipment that uses CFC's, HFC's or other stratospheric ozone-depleting substances listed in 40 CFR Part 82, Subpart A, Appendices A and B?

☒ Does any air conditioner or any piece of refrigeration equipment contain a refrigerant charge of greater than 50 lbs?

Description of the Title VI Equipment	Number of Title VI equipment type on site

Add New Record

Title VI Options

At this stage, the user should click either the save button or the next button to prevent loss of information. If the user tries to navigate away from the menu by using the navigation bar on the left, a warning message will be displayed informing the applicant that data will be lost and that they should save the page before navigating to a different screen.

6.1.2.2 Contact

After the next button is clicked, the user is brought to the 'Contact Information' section of the application. In this section the user can select the contact individual(s) and declare their responsibility.

Contact Information

Contact Detail Information

* First Name: Bill * Last Name: Wilkins Job Title:

* Responsibility: Facility Air Compliance Contact * E-mail: bwilkins@example.com

* Phone Number (Ext.): 404-898-8438 x Fax:

Address Line 1: Address Line 2:

City: State: GA Zip:

Save Cancel



6.1.2.3 Miscellaneous Application Details

The next section contains insignificant activities. The parts in this section are not required and follow similar inputs described in the 'General Information' section. Information to be entered in each category is described in the light green box.

C.1.1 Insignificant Activities

Unless otherwise required by the Director, the following air pollutant sources/activities must be listed, but need not be described in detail, in the Part 70 permit application. Exclusion of these emissions from detailed reporting does not exclude them from inclusion in any applicability determination. Additionally, this insignificant listing may not be used to avoid any applicable requirement (i.e. NESHAP, NSPS, etc.) as defined in 40 CFR Part 70.2.

No items found. Please try again.

Associate Insignificant Activity

C.1.2 Insignificant Activities based on Emissions Levels

These Emission Units or Activities are not listed elsewhere in the application and whose potential emissions are:

1) less than 10,000 lb. per year of any regulated air pollutant

Insignificant Activity	Quantity	Comment

Add New Record

2) less than 1,000 lb. per year of any regulated HAP and less than 2,500 lb. per year of any combination of regulated HAPs

Insignificant Activity	Quantity	Comment

Add New Record

6.1.2.4 Control Device

As the process moves on to the 'Control Device' section, certain guidelines will be explained on how to configure the selected device(s). In this example, filter media was selected. The 'Control Unit ID' and 'Control Unit Name' are required to be unique within control devices so that the same ID and name cannot be used twice.

Control Device

Control Device Detail Information

General Information

* Device Type: **Filter Media** * Control Unit ID: * Control Unit Name:

* Description:

* Manufacturer: Model Number: Date Manufactured/Reconstruction: Installation Date:

Installation Date Description:

Operating Status of Equipment: Operating Status Date:

* Reason for Operation of this control device: **To comply with state or federal rule** Other operating reason:

Operating Parameters

* Media Type: **Baghouse**

* Number of Bags (if applicable): * Inlet Dew Point Temperature: * Inlet Gas Temperature:

As the user will notice while choosing certain control device options, the input parameters might change dependent on the control device type selected by the user. As in this case, when the media type was changed from 'Bag House' to 'Bin Vent', the input parameters were altered to fit the control device's media type requirement.

Operating Parameters

* Media Type: **Bin Vent**

* Is the filter medium used in this control device disposable? ☐ Yes ☐ No

* Filter replaced every: in. w.c. **Hours**

* Pressure Drop: in. w.c.

* Number of Cartridges:

Filter Media Options Selection



Every single control device requires a pollutant to be associated with them. In this case, the pollutant selected in 'General Information' will be displayed. The user will need to also define the control efficiency of the control device for the particular pollutant(s).

Control Device

Controlled Pollutant

Pollutant Code: Pollutant Name: Pollutant Type:

1 - 1 of 1 item(s)

	Pollutant Code	Pollutant Name	Pollutant Type	Cas. No.	Unit Code
<input type="checkbox"/>	NH3	Ammonia	CAP1		

* Control Efficiency:

Control Device Pollutant Selection

The user also has the option to 'Batch Update Pollutants'. For control devices with exactly the same pollutants and control efficiency, the user can 'Batch Update Pollutants' and apply the pollutant(s) to all checked control devices instead of having to enter them in one by one.

6.1.2.5 Release Point

When all the control units have been added, the user should click on the 'next' button to validate and save all entered data. Once verified that all the entered data has passed validation, the user will be brought to the 'Release Point' section.

In 'Release Point', similar to control devices, the 'Release Point ID' and the 'Release Point Name' are to be unique within the section.

Release Point Information

Release Point Detail Information

* Release Point ID: * Release Point Name: * Release Point Type:

* Stack Height (ft): * Stack Diameter (ft):

* Exit Gas Velocity (ft/min): * Exit Gas Flow Rate (ACFM): * Exit Gas Temperature (Fahrenheit):

Fence Line Distance (ft):

* Latitude Measure: * Longitude Measure:

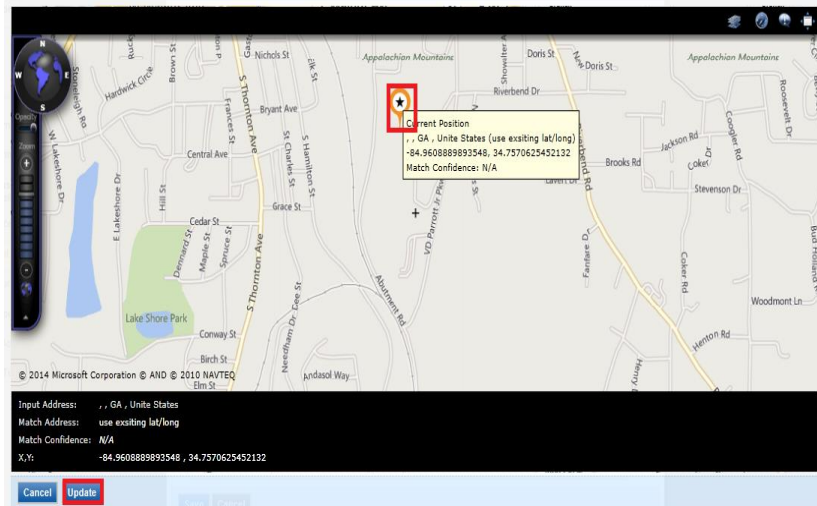
* Elevation (ft): Horizontal Accuracy Measure: Horizontal Collection Method: Horizontal Reference Datum:

Geographic Comment:

Comments:

Release Point Form

GEOS allow the user to find the latitude and longitude of each release point using a Map interface. The lat./long is defaulted to the location of the facility. By clicking on the 'Get Lat./Long' a map will be displayed and the user will be able to move the cursor to the exact position of the release point.



Title V Mapping Utility

Once the desired position is selected, the user can then click on the 'Update' button to replace the original lat./long fields.

<p>★ Latitude Measure:</p> <p>34.757062545213167</p>	<p>★ Longitude Measure:</p> <p>-84.96088893548</p>
--	--

Lat./Long Display

When all desired release points are entered, the user should either click on 'Save' or 'Next' to store the data and move on to 'Emission Source'.

6.1.2.6 Emission Source

The 'Emission Source' is extremely dynamic and similar to the control devices where the form will alter based on the emission unit type selected. Also similar to the control device section, the 'Emission Source Identifier' and the 'Emission Source Name' are unique and cannot be repeated.

Emission Source			
Emission Source Detail Information			
General Information			
★ Emission Unit Type	★ Emission Source Identifier:	★ Emission Source Name:	
Crushing, Milling & Grinding	E0392	ecrush	
★ Description:			
Crushing			
Manufacturer:	Model Number:	Date of Manufacture/Reconstruction/Modification:	
Installation Date:	Installation Date Description:	Operation Status of Equipment:	Operation Status Date:
Equipment Type			
Choose the crusher, mill, or grinder type <input type="radio"/> Hammermill <input type="radio"/> Jaw <input type="radio"/> Rod <input type="radio"/> Roller <input type="radio"/> Cone <input checked="" type="radio"/> Ball Crusher <input type="radio"/> Gyratory <input type="radio"/> Other			
★ Is the unit heated? <input type="radio"/> Yes <input checked="" type="radio"/> No			
Specific Materials Crushed			
	Material Name	Material Description	Maximum Hourly Rate (Tons/Hr)
			Moisture Content (Percentage)
Add New Record			
Comments:			
Save Cancel			

Emission Source Form

Once the basic emission source information is filled, a new section will open up where the user will need to 'Add New Fuel Burned Component', 'Associated Control Device', 'Associate Release Point', and 'Associate Rule'. Dependent on the emission source selected, the 'Add New Fuel Burned Component' will not display if not needed. In some cases, this portion is optional. However, the 'Associated Control Device', 'Associated Release Point', and

‘Associated Rule’ will always be displayed and the user can associate both the control devices and rules that were entered in the previous sections to the emission source.

Like control devices, GEOS provides features for the user to batch update rules to all checked emission sources. The user can also copy a previously entered emission source by checking on an emission source and clicking on the ‘Copy Emission Source’ button. The user will then be prompted to enter a new emission source ID and name. Again, the user should save and/or click the ‘next’ button to store all data before moving on.

6.1.2.7 Emission Path Group

The next section ‘Emission Path Group’ allows the user to associate emission sources that have the same emissions path. This section also allows the user to specify if testing and monitoring are needed for the particular emissions path. The checked boxes indicate that either the testing and/or the monitoring can be omitted in ‘Monitoring and Testing’.

For facilities that have several ‘Single Emissions Path’, GEOS provides a feature in which the user can check all the remaining unassociated emissions source and set them as ‘Single Emissions Path’.

Select	Emission Source ID	Type	Installation Date	Description
<input checked="" type="checkbox"/>	E0392	Crushing, Milling & Grinding		

Emission Path Group Unassociated Emission Source

6.1.2.8 Emission and Activity

Each emissions path group in ‘Emissions and Activity’ can be opened for the user to enter further detail. By

clicking on the next to the emissions path group, the user is prompted to a screen to select the pollutants associated with the emissions path group and fill in additional information.

Select	View/Edit	Delete	Edit Apportionment	Pollutant	Emission Limit/Standard	Max. Actual Emissions (TPY)	Potential Emissions (TPY)	Calculation Method	Voluntary limit?	Compliance Status
<input type="checkbox"/>				Ammonia	4			none	N	No
<input type="checkbox"/>				Ammonia	4			none	N	No

Emission & Activity Grid View



The system allows for the same pollutant to be entered in more than once in situations where the emissions path may have different results for the same pollutant. The user can ‘Batch Update’ the groups if more than one have matching criteria.

6.1.2.9 Monitoring and Testing

Based on the emission path group, some groups will be required to complete additional information in the ‘Monitoring and Testing’. If the indicator states ‘Yes’ in either of the ‘No Specified Monitoring/Testing?’ field, then no further action is required.

1 - 2 of 2 item(s)							
Monitoring	Testing	Emission Path Group ID	Emission Path Group Type	No specific monitoring?	No specific testing?	Specified Monitoring Entered?	Specified Testing Entered?
		1	Facility-Wide Group	Yes	Yes	No	No
		SEP E0392	Single Emissions Path (SEP)	No	No	No	No

Monitoring and Testing Grid View

If the indicator displays ‘No’, then the user must click on the icon to enter in the required data. The user will have a prompt that will allow the user to specify the testing and monitoring method separately for each emission path group.

Monitoring List Information

Monitoring Detail for Emission Path Group (1)

Pollutant Code: Pollutant Name: Pollutant Type: Search

1 - 1 of 1 item(s)

	Pollutant Code	Pollutant Name	Pollutant Type	Cas. No.	Unit Code
<input type="checkbox"/>	NH3	Ammonia	CAP1		

* Monitoring Method:

* Monitoring Location:

Monitoring Average Time: Data Acquisition Frequency: Reporting Frequency:

* Type of Record:

Applicable Regulation:
1 - 1 of 1 item(s)

Select	Rule Type	Rule	Description
<input type="checkbox"/>	NSPS(Part 60)	RRR	Standards of Performance for Volatile Organic Compound Emissions From Synthetic Organic Chemical Manufacturing Industry (SOCMI) Reactor Processes

Applicable Emission Source:
☐ E0768

Comments/Parameters Monitored/Explanation for Other:

Save Cancel

Monitoring and Testing Form Display

6.1.2.10 CAM Plan

The last module that will be discussed is the CAM Plan. The CAM plan is an optional module dependent on if the facility requires a CAM plan. The emission source selected will populate the available control devices and pollutant based on the control device. This allows for the user to accurately select the correct information without having to back track.

CAM Plan

CAM Plan Details

CAM Plan ID: * CAM Basis: Renewal Application

* Emission Source with Control Device: E0392

* Control Device: FM01

* Pollutant: Ammonia

CAM forms will be uploaded in the Attachments section of the Application.

Comments:

Save Cancel

CAM Plan Form



6.1.2.11 Attachment

The user can provide attachments that are required to be submitted with the application. GEOS provides the user to either digitally upload or provides information if the user rather mail their documents to the agency.

Attachment

Building Layout (Overhead View) (Required) ☒ Online ☐ Mail ☐ Other ☐ N/A

Upload (Please upload one file at a time. Repeat the Upload process if you have multiple files.)

Attachment description:

Plan Site Map (Required) ☐ Online ☒ Mail ☐ Other ☐ N/A

Please mail to:

Georgia Department of Natural Resources
2 Martin Luther King Jr. Drive Suite 1456, East Tower
Atlanta GA 30334
Please provide your documentation to the Housing Department

Attachment description:

General Area Map (Required) ☐ Online ☐ Mail ☒ Other ☐ N/A

Attachment description:

Title V Supplement Attachments

6.1.2.12 Data Validation

In the final step, GEOS will validate that all required inputs and sections were completed based on the validation rules required by the application forms.

If the application passes the validation checks, the user can then submit the application.

However, if any section fails to pass, GEOS will alert the user by marking the section with an 'X' and with a description of the reason why.

VALIDATION (SUBMISSION ID: 757)

Review your Application and any Attachments. Save any changes you make before returning to this page. Proceed to Submission by clicking NEXT.

Application Form(s) Summary

- ✓ Online A. General Information
- ✓ Online B. Contact Information
- ✓ Online C. Miscellaneous Application Details
- ✓ Online D. Control Device
- ✓ Online E. Release Point
- ✓ Online F. Emission Source
- ✓ Online G. Emission Group
- ✓ Online H. Emission & Activity
- ✓ Online I. Monitoring & Testing
- ✓ Online J. CAM Plan

Attachment(s) Summary

- ✓ Attachment

Exit Previous Next

Title V Validation Screen

6.1.2.13 Submission Receipt

After the application is submitted, the user will receive a receipt confirming the submission and providing the user IP address.

Certification Receipt

Certification Statement:

Certification Question:

Certification Question Answer:

PIN Number:

Responsible Officer: **jason fan**

Sender IP Address: **192.168.88.236**

Submission Receipt